Approved For Release 1999/09/0[redacted] RDP78-03568A000800110018-2

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH : Chief, Management Staff

SUBJECT : Increase of T/O Positions and Personnel Ceiling Slots in the Offices of Training and Personnel

1. In discussions held with the Deputy Director of Central Intelligence and the Director of Training pertaining to the development and administration of the CIA Personnel Fitness Report, the DDCI indicated that, in order to take care of current Agency requirements, the technical analysis and refinement of the Fitness Report would be undertaken by the Assessment and Evaluation Staff, Office of Training, and the coding function performed by the Office of Personnel.

2. To perform these functions, three additional T/O positions and personnel ceiling slots will be required immediately. The DDCI indicated that 3 personnel ceiling slots from the DCI's reserve would be made available for this purpose, two to be transferred to the Office of Training and one to be transferred to the Office of Personnel.

3. Therefore, it is requested that the increase of 3 T/O positions and personnel ceiling slots (transferred from the DCI's reserve) be approved as follows:

a. 2 Task Force Psychologist, GS-14, and 1 Statistical Assistant, GS-5, in the Assessment and Evaluation Staff, Office of Training; and

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b. 1 Qualifications Analyst, GS-7, in the Personnel Utilization Division, Office of Personnel.

[redacted]
Assistant Director for Personnel

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CONCUR:

Date

Director of Training

Date

Chief, Management Staff

ACTION BY APPROVING AUTHORITY:

APPROVED: Date:

Distribution
0 & 1 - Addressee
2 - Management Staff
1 - DTR
1 - AD/P
2 - CWD

Deputy Director (Administration)

Originator:

Chief, Classification & Wage Division

CONCUR:

Assistant Director for Personnel

OP/CWD/[redacted]:ad (3 September 1954)

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